|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Republic of the Philippines**CENTRAL LUZON STATE UNIVERSITY**Science City of Muñoz, Nueva EcijaHUMAN RESOURCE MANAGEMENT OFFICE**CONTRACT OF SERVICE****KNOW ALL MEN BY THESE PRESENTS:**This Contract of Service is made and entered by and between:The Central Luzon State University (CLSU), with office address in Science City of Muñoz, Nueva Ecija, herein represented by **Name of University President**, **President of CLSU**, hereinafter referred to as the First Party.-and-**Name of Contractor**, Filipino, of legal age, **Status** and with residence at **Permanent address**, hereinafter referred to as the Second Party. **-WITNESSETH-****WHEREAS**, the **First Party** is in need of the services of the **Second Party**, who shall render services which cannot be performed by the regular personnel of the First Party as certified by the Human Resource Management Officer;**WHEREAS**, the Second Party possesses the requisite education, experience, training, skills, and eligibility as he/she is also willing and able to efficiently perform the job as prescribed; attests that he/she has not been previously dismissed from government service by reason of an administrative offense; and agrees to comply with the existing policies of the **First Party** as well as government rules and regulations.**NOW, THEREFORE**, for in consideration of the foregoing premises, the **First** and **Second Party** agree to the following terms and conditions:1. The **Second Party** by his/her own independent means and methods is hereby contracted as **Position** for the period **Contract Period**, which may be terminated by the First Party at any time for any valid reason. As such, he/she is expected to perform the following duties and functions:
2. In consideration of the services actually rendered by the **Second Party**, he/she shall be receiving a rate of **Amount in words (Php\_\_\_\_\_\_\_) per hourly/day/month** chargeable against **Source of Fund**. Any uncompleted task shall be performed beyond the contract period at no additional cost to the **First Party**. The payment of the herein contract fee shall be made every 15th and 30th day of the month after submission of a properly accomplished daily time record, and clearance from obligation at the end of the period covered by this contract both duly signed by the head of the unit concerned.
3. It is understood that this contract does not create an employer-employee relationship between the **First Party** and the **Second Party**; the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the regular personnel of the First Party.

**IN WITNESS WHEREOF**, both the parties have hereunto set their hands this **Date Signed** at Central Luzon State University, Science City of Muñoz, Nueva Ecija.**FIRST PARTY: SECOND PARTY****CENTRAL LUZON STATE UNIVERSITY****By:**

|  |  |
| --- | --- |
|  |  |
| **NAME OF UNIVERSITY PRESIDENT** | **NAME OF CONTRACTOR** |
| University President | Contractor |

**Signed in the presence of:**

|  |  |
| --- | --- |
| **NAME OF HRMO CHIEF** |  |
| Chief, HRMO |  |

**ACKNOWLEDGEMENT**REPUBLIC OF THE PHILIPPINES)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) S.SS BEFORE ME, a notary public for and in the above jurisdiction, personally appeared the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **I.D. No.** | **DATE** | **PLACE** |
| **Name of University President** | **ID No. of University President** | **Date Issued** | **Name of Agency** |
| **Name of Contractor** | **ID No. of Contractor** | **Date Issued** | **Name of Agency** |

  Known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their will and voluntary act and deed. This instrument consisting of two (2) pages including this page wherein this acknowledgment is written and is signed by the parties and their instrument witnesses and every page hereof.**WITNESS MY HAND AND SEAL**; this \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Philippines.Doc No.\_\_\_\_\_\_\_\_\_\_Page No. \_\_\_\_\_\_\_\_\_Series No. \_\_\_\_\_\_\_\_Book No. \_\_\_\_\_\_\_\_\_  |
|  |  |
| **NAME OF UNIVERSITY PRESIDENT** | University President |
| **NAME OF HRMO CHIEF** | Chief, HRMO |
| **NAME OF CONTRACTOR** | Contractor |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |